



A place to shine ...

***Let light shine out of darkness and God's light shine in our hearts
2 Corinthians ch4, v6***

Policy for Home Visiting, 1:1 sessions, Transporting Students via cars

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day/Mrs Faye Kerr
Other relevant policies	Safeguarding and Child Protection policy Lone working policy

'What good is it, my brothers, if someone says he has faith but does not have works? Can that faith save him?' (James 2 verse 14)

Introduction

There are members of staff for whom home visits are an integral part of their work. There are other members of staff for whom home visits may be necessary on a more infrequent basis. Any member of staff intending to undertake a home visit, for whom home visits are not a routine part of their role, should discuss their intention with their line manager and/or the Designated Leads for Safeguarding.

Members of Staff undertaking routine home visits should:

- *adhere to agreed risk management strategies*
- *always make detailed records including times of arrival and departure and work undertaken*
- *ensure any behaviour or situation which gives rise to concern is discussed with their manager and, where appropriate, action is taken*
- *carry a mobile telephone*
- *sign in and out of the building*
- *notify Line Manager at completion of the final home visit, if not returning to school at the end of the day*
- *restrict home visits to office hours*
- *share prior knowledge of parents / students / locations with Line Manager to assess whether it is appropriate to visit the home alone – where there is uncertainty or lack of knowledge, the Member of Staff should conduct the home visit accompanied.*

Under no circumstances should a member of staff visit a child in their home outside agreed work arrangements or invite a child to their own home or that of a family member, colleague or friend. If, in an emergency, such a one-off arrangement is required, the member of staff must have a prior discussion with a senior manager and the parents or carers and a clear justification for such an arrangement is agreed and recorded.

Transporting students (cars)

There will be occasions when adults are required to transport students as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. These members of staff should provide copies of their vehicle, insurance and license documentation to the Office Manager. Without this documentation, staff should not carry students in their car.

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Where adults transport students in a vehicle which requires a specialist license/insurance e.g. PCV or LGV- staff should ensure that they have an appropriate licence and insurance to drive such a vehicle. Students should travel in the rear of the car.

Staff should avoid being alone with students in their car. Where this is unavoidable, staff should maintain contact both with parent/carer and with their manager, documenting times of departure/arrival. Where a journey is not between home and school, the member of staff should notify a Senior Manager and parents/carers of the details of their intended journey (including times) times and should travel only to public places.

Before transporting students in their car, members of staff should have a conversation with the student(s)'s parents or carers to advise that the driver's priority must be to keep attention on the road – if the carried student may require additional attention (such as in the case of medical or behavioural needs), the member of staff should be accompanied by a second member of staff.

It is inappropriate for adults to offer lifts to a student outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with the parents/carers.

Placing a student in a taxi to travel home should be considered with the same risk assessment process as travelling in a car with a Member of Staff. If a parent requests that their child be sent

home in a taxi, they should be contacted at the time the taxi leaves the school, to advise of the time and the identification of the taxi company. Where a student is unwell, first aiders and senior staff should be consulted to determine whether it is appropriate for the student to travel home unaccompanied.

There may be occasions where the student requires transport in an emergency situation or where not to give a lift may place the student at risk. Such circumstances must always be recorded and reported to a senior manager and parents/carers. Where the above guidelines are not possible or practical, any changes must be discussed with a senior Member of Staff.

One to One Situations

Members of staff and visitors may need to work with students in a one to one situation.

Members of staff will be offered training and guidance for the use of any areas of the workplace, which may place themselves or students in vulnerable situations. This would include those situations where adults work directly with students in unsupervised settings and/or isolated areas within community settings or in street-based projects for example.

One to one situations have the potential to make students more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one to one settings with students may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one to one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of students and the adults who work with them.

Members of staff conducting one to one meetings with students should:

- *ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.*
- *avoid meetings with a student in remote, secluded areas*
- *always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *avoid the use of any room that is hidden from outside view – doors should have windows which must not display posters or pictures that obscure view of the inside*
- *wherever possible, allow the student the position in the room closest to the door – students should not have to pass a member of staff in order to leave the room in a one to one situation*
- *always report any situation where a student becomes distressed or angry, to a senior colleague*
- *carefully consider the needs and circumstances of the student when in one to one situation*

There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of one to one work. These assessments should take into account the individual needs of the student and the individual worker and any arrangements should be reviewed on a regular basis.

Meetings with students outside agreed working arrangements should not take place without the agreement of senior managers and parents or carers.